

**RECORDS COORDINATOR/MANAGER
(1 POSITION)**

Under general direction of the City Secretary, the Records Coordinator/Manager will coordinate and monitor the City of Frisco records management activities, including training and City-wide compliance. In addition, the selected candidate will coordinate and process public information requests to include City Attorney consultation and approval, records retention efforts and facilitation of the internal filing system(s) in City departments.

Must have knowledge of public records and documents research practices and methods; knowledge of state and local laws pertaining to records retention and retrieval, electronic document imaging and records management. Must be proficient in the use of Microsoft Word and have experience with records management and imaging software. Must also have skill in public speaking, verbal and written communications and graphic development.

The selected candidate must have the ability to organize and prioritize multiple assignments and projects. This position will require occasional travel to attend meetings, conferences and training.

Salary:

\$17.20/hour + Benefits. Must have High School Diploma **and** 2 years records management experience.

Or

\$20.96/hour + Benefits. Education and experience equivalent to a Bachelor's Degree in information management, library science, business or related field preferred **and** must have Certification in Records Management (CRM).

Must obtain Notary Public License within 6 months of hire date. Must possess valid State of Texas driver's license. May be required to lift, carry, push and pull objects and materials up to 30 pounds. Must pass pre-employment drug screen, background check and post-offer exams.